



Manning Control
Authority
(BUPERS)

2 December 2002

MCAB Major Manpower Claimants,

Hope you had a great and safe Thanksgiving holiday. Below are a few things that are worth reading:

ITEMPO:

MCAB will start notifying the Major Manpower Claimants (that's you) of any and all personnel who have exceeded their ITEMPO gates. Granted the prospects of getting paid for exceeding the gates have been postponed but the requirement to report (and track) ITEMPO events and the individual member's ITEMPO account still exists. The emails you will start receiving from MCAB will list all those personnel in the UIC's you are responsible for that have exceeded their gates. We are asking that you notify the member's command via email or phone. A lot of times, these personnel have not actually exceeded their gates...the excessive number of ITEMPO days are sometimes due to events not posting correctly to the member's account. Please consider ITEMPO a "sleeping bear." Eventually, it will wake up again and the enforcement of accurate reporting will prevail. I have attached some additional ITEMPO information for your info.

Casualty Reporting:

Ensure your Casualty Assistance Calls Officer (CACO) has a current copy of the CACO Manual (located at the NPC webpage: <http://www.bupers.navy.mil>). If there are any questions that you can not find in the CACO Manual, contact the Navy Casualty Assistance Branch at 1-800-368-3202 or by email at Casualty@persnet.navy.mil. If you have experienced a casualty at your command that will adversely impact your readiness, be sure to call your EPMAC Readiness Placement Coordinator. In addition, contact the respective detailer to let him or her know the situation. Continue to be proactive when it comes to your command's manning. Use your POC's.

Changing Type Duty Classification Codes:

From time to time, MCAB receives phonecalls from commands requesting MCAB to change their type duty designation from Shore Duty (Sea/Shore Code 1) to Sea Duty (Sea/Shore Code 2). Unfortunately, MCAB can not do this. Please refer to the Enlisted Transfer Manual (NAVPERS 15909G), paragraph 3.031: *"When the mission, functions, or the relative desirability of the location of an activity changes, it may be appropriate to submit a request for change in type duty code. Submit the request to COMNAVPERSCOM (PERS-451) via the appropriate chain of command. The appropriate Immediate Superior in the Chain of Command (ISIC) and manpower claimant must endorse all requests. Minimum documentation must include: 1) Mission description; 2) ITEMPO concerns; 3) For Sea/Shore Code 3 requests, completed Tour Site Survey Data Sheet (included in OPNAVINST 1300.15); and 4) Tabulation of number of days away from parent command during the last 2 years (six months for newly established commands)."*

Admin Transfers:

MCAB has received a rash of Admin Transfer Requests moving personnel from one UIC to another UIC within the same MMC claimancy. One item to note: MCAB can not move Sailors if there are no open requisitions for the member at the new UIC. There are some exceptions but they will be approved on a case-by-case basis (case in point, a billet will be established and the TFMMS package is in the works). Sailors attached to MCAB activities are assets to MCAB. If there is not BA or NMP to support the presence of a Sailor at a command, that Sailor is in excess. Identified "excesses" will be utilized at commands with valid NMP and BA. This is done by COMPTOURS (Completion of Tours). MCAB will propose a COMPTOUR for a Sailor if the Sailor has at least a year left to his PRD and only if there is a valid, unfilled requisition in the same geographical area.

Requisition Suppressions:

If you know that a particular billet is being deleted, please notify MCAB so that the requisition for that particular billet is suppressed. This will prevent a Sailor from reporting aboard a command and finding himself/herself in a billet that no longer exists. This will also prevent the Sailor from being reported as "excess." Email YNC Alexander (p453e@persnet.navy.mil) if you have any requisitions that need to be suppressed.